

Sutton St. Nicholas Parish Council

Minutes of the Ordinary Meeting of Sutton St. Nicholas Parish Council, held at Sutton St. Nicholas Village Hall, Bayley Way, Sutton St. Nicholas, Hereford HR1 3SZ on Monday 3rd July 2023 at 7.15 pm. (SPC/TF/2037)

Councillors Present

Cllr Ron Gow
Cllr Richard Andrews
Cllr Ann Burke
Cllr Sharron Haworth
Cllr Ian Nicholas

In attendance

Cllr Peter Hamblin - Ward Councillor
Tony Ford – Parish Clerk

Members of the Public –Two

Cllr Ron Gow welcome Cllr Peter Hamblin, the new Ward Councillor to the meeting

1. Apologies

All Councillors were present.

2. Written requests for Dispensations

There were no requests for dispensation.

3. Declarations of Interest

To receive declarations of interest by members in respect of items on the agenda.

Councillor	Y e s	N o	Agenda Item		DPI or NPI
Cllr Ron Gow		√			
Cllr Richard Andrews		√			
Cllr Ann Burke		√			
Cllr Sharron Haworth		√			
Cllr Ian Nicholas		√			

4. Co-option

No Councillors were Co-opted to the Parish Council

5. Receive approve and sign the Minutes of the Annual Meeting of the Parish Council (no SPC/TF/2036) held on Monday 5th June 2023.

The minutes were signed by the Chairman as a true record of the meeting.

6. Questions /Issues, from members of the public present

6.1 Ward Councillors Report

Cllr Peter Hamblin informed the Parish Council: -

- That there were lots of projects on the way, with the number one priority being Children Services, which was achieving some successes.
- The By-pass was back on the agenda, with the Conservative Party, supported by the Liberal Democrats.
- As previously planned Museums was moving into the library, with the library moving out but not to Maylords, as it was felt that Maylords is commercial location and should stay commercial. The library would move to other suitable council property.
- A lot of money and time will be spent on improving the roads in Herefordshire, in particular pot-hole repairs.

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Cllr Ian Nicholas raised the issue of expensive car parking was raised as it discouraged people from coming to Hereford, Cllr Hamblin informed the Parish Council that more free short stay parking was being considered.

Cllr Sharron Haworth raised the issue of the lack of a cycle lane to Hereford, Cllr Haworth also highlighted that some of the question in the recent Herefordshire Traffic Survey, indicated that the survey was not specific to Herefordshire but a generic one as it mentioned park and ride which was not operational in Herefordshire. Cllr Hamblin agreed to follow this up.

6.2 Questions from other members of the public

There were no questions from the public.

7. **Planning Application - 230161 - Upper Court, Sutton St Nicholas, Herefordshire, HR1 3AY** Painting of internal exposed beams including all exposed ceiling and wall beams, internal doors, and frames.

Having considered the application, the Parish Council resolved to support it.

Action – Clerk to inform Herefordshire Council of the Parish Councils decision.

8. **Planning Application - 231924 - Willow House, Millway, Sutton St Nicholas, Hereford** Proposed works to fell, remove, and stump grind fruit tree in front garden with a view to replant in the future. Tree is getting a little too large for the area and is showing signs of disease as well as excessive leaf drop mid season.

Having considered the application, the Parish Council resolved to support it.

Action – Clerk to inform Herefordshire Council of the Parish Councils decision.

9. **Report from the Clerk on Actions from the last meeting.**

There were twelve actions requiring completion, seven were completed, five were work in progress. (Appendix 1 refers).

10. **Financial Report**

- 10.1 Invoices for payment

Ref	Payee	Amount £	VAT	
1	Richard Morgan	596.00	N/a	Invoices 1693, 1694, 1704, 1705, 1706, 1707, 1713, 1716, 1717, 1719
2	HALC	198.00	33.00	H1845 27/06/23 Domain and Webhosting November 20 to October 23

- 10.2 Receipts – Nil
- 10.3 Confirmation of Balances as of 3rd July 23- £37,552.97 (Appendix 2 refers)

11. **Community Charter Priorities - July till September 2023**

The Parish Council considered correspondence from West Mercia Police and agreed that speeding through the village on the C1125 and C1126 continues to be a concern, the Parish Council noted that the Parish was a Community Concern area.

Action Clerk to complete form on behalf of the Parish Council.

12. **Town and Parish Council Survey 2023**

To consider correspondence from the Police & Crime Commissioner. - This was deferred to the August Parish Council meeting.

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13. Lengthsman Scheme 23-24

Having considered the correspondence from Balfour Beatty, the Parish Council agreed to the £1,848.00 grant for work as outlined in the Sutton St. Nicholas Maintenance Plan and delegated the matter of completing the maintenance plan to the Clerk and authorised Cllr Ron Gow and the Clerk to sign the contract on behalf of the Parish Council.

Action Clerk to Complete the Expression of Interest Form and submit to Balfour Beatty.

Action Clerk to complete the Works plan and submit to Balfour Beatty.

Action – Cllr Ron Gow and the Clerk to sign the contract and submit to Balfour Beatty

14. Traffic Plan

The Clerk informed the Parish Council that he had now received dates from Keith Lawton and Stan Gyford.

Action Clerk to circulate days to Councillors.

Action Clerk to ensure that the agreed date for the extraordinary meeting is in the September edition of Sutton News.

15. Traffic Regulation Order

The Clerk informed the Parish Council that he had asked the Senior Engineer – Herefordshire Council, who has confirmed that he has passed the matter, to the traffic team. The Clerk also informed the Parish Council that he has also emailed the named officers in the traffic team.

Cllr Peter Hamblin informed the Parish Council that he would follow up with Officers at Herefordshire Council

Action – Clerk to send to Cllr Hamblin pass correspondence on the matter.

Action – Cllr Hamblin to follow up with Herefordshire Council.

16. Traffic mirror

The Clerk informed the Parish Council that he had asked the Senior Engineer – Herefordshire Council, who has confirmed that he has passed the matter, to the traffic team. The Clerk also informed the Parish Council that he has also emailed the named officers in the traffic team.

Cllr Peter Hamblin informed the Parish Council that he would follow up with Officers at Herefordshire Council

Action – Clerk to send to Cllr Hamblin pass correspondence on the matter.

Action – Cllr Hamblin to follow up with Herefordshire Council.

17. Matters relayed to the Clerk for the Agenda of the next meeting.

- Town and Parish Council Survey 2023
- Travel Plan -meeting date.

18. Items for Information

The Parish Council noted items for information (Appendix 3 refers)

19. Confirmation of the date, time, and venue of the next meeting,

Parish Council Monday 7th August 2023 at 7.15pm at Sutton St. Nicholas Village Hall.

20. Clerks' salary

The Parish Council authorised payment of the Clerks salary and the Chairman signed the payment schedule.

Status of Actions from last meeting 05-06-23

Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
07/01	05/09/22	15	Playing Field – Annual Inspection	Clerk to action improvements	Clerk	On going	Work in progress
07/02	07/11/22	18	Website Upgrade	The Clerk to proceed with the upgrade	Clerk	See 07/06	Work in progress
07/03	07/11/22	24	HALC Information Corner 30-09-22	Clerk to purchase a copy of Charles Arnold Baker.	Clerk		Work In progress
07/04	06/03/23	12	Substation Proposal	Clerk to progress the matter	Clerk	Minutes of 6 th June to be sent to Solicitors	Work in progress
07/05	15/05/23	8	Code of Conduct	Clerk to put a copy on the Parish Councils website	Clerk	Part of website tidy up	Work In progress
07/06	15/05/23	19	Change of Domain Name	Clerk to inform HALC.	Clerk	Copy of Minutes sent to HALC	Completed
07/07	05/06/23	9	Planning Consultation - 231391 - Upper Court	Clerk to inform Herefordshire Council of the Parish Councils decision.	Clerk		Completed
07/08		10	Lane Orchard, Land to the south of Woodville Grove	Clerk to inform Herefordshire Council of the Parish Councils decision.	Clerk		Completed
07/09		13	Traffic Mirror	Clerk to follow up with Herefordshire Council	Clerk	Email sent	Completed
07/10		17	Sub Station – National Grid	Clerk to progress the matter.	Clerk		Completed
07/11		18	Traffic Plan	Clerk to liaise with Keith Lawton and Stan Gyford regarding the date of the September 2023 meeting	Clerk	See agenda item14	Completed
07/12		19	Traffic Regulation Order	Clerk to follow up with Herefordshire Council	Clerk		Completed

Completed	7
Work In progress	5
TOTAL	12

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Bank Reconciliation 03-07-23

Opening 01/04/23	28,110.14
Receipts	15,750.00
	43,860.14
Expenditure	6,307.17
Balance	37,552.97

Bank balance **08/06/2023** 40,714.46

os cheques

1432	476.00	
1435		
1436		
1437		
1438		
1439		
1440	629.00	
1441	21.99	
1442	264.00	
1443	293.05	
1444	195.20	
1445	596.00	
1446	198.00	
1447	293.05	
1448	195.20	
		3,161.49

Balance as at 03-07-23 **37,552.97**

For Information 03-07-23

- **Herefordshire Council** -Private Fostering - help raise awareness.
- **NALC** - **NALC** Newsletter 21/06/23.
- **NALC** - Chief Executive's Bulletin
- **Balfour Beatty** - Locality briefing Weobley, Queenswood & Sutton Walls 22.6.23.
- **Balfour Beatty** -: Herefordshire Street Works Report W/C 26.06.2023
- **Balfour Beatty** - Road Closures – JULY
- **NALC** - Chief Executive's Bulletin
- **Parishioner** - litter/fly tipping
- **Balfour Beatty** - Locality briefing Queenswood, Sutton Walls & Weobley 30.6.23.
- **Balfour Beatty** - Herefordshire Street Works Report W.C 03.07.2023
- **Police Crime Commissioner** - PCC newsletter - June 2023